



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101

DAVID E. JANSSEN
Chief Administrative Officer

January 8, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**AMENDMENT NO. 1 TO LEASE NO. 77199
FIRE DEPARTMENT
1255 CORPORATE CENTER DRIVE #328, MONTEREY PARK
(FIRST) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the attached Amendment No. 1 to lease 77199 with Arden Realty Financial Partnership (Lessor), for the continued occupancy of 3,079 rentable square feet of office space, including 12 parking spaces at an initial annual rent of \$63,920. Rental costs will be fully funded by Consolidated Fire Protection District Funds.
2. Find that this lease amendment is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15601 (b)(3) of the State CEQA Guidelines.
3. Approve the project and authorize the CAO and the Fire Department to implement the project. The lease amendment will be effective upon approval by your Board.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of this proposed amendment to extend the term of the lease for another five years will allow the Fire Department to continue to house its 11-member Employee Relations staff at 1255 Corporate Center Drive, Monterey Park. This office space will continue to serve the needs of the program pending approval



of a capital project to build a new Fire Department Headquarters facility.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs that we invest in public infrastructure in order to strengthen the County's fiscal capacity. The proposed lease supports this strategy (Goal 4, Strategy 2, Objective 2) in that administrative office space is being leased for the Fire Department on a short term basis, pending approval of a capital project to build a new Fire Department Headquarters facility.

FISCAL IMPACT/FINANCING

The annual cost of this lease will initially be \$63,920 per year.

1255 Corporate Center Dr.	Existing Lease	Proposed Amendment	Change
Area (Square Feet)	3,079	3,079	0
Term (Years)	3	5	2
Annual Base Rent	\$57,269 (\$18.60/sf)	\$63,920 (\$20.76/sf)	+\$6,651 (\$2.16/sf)
TI Allowance (Incl. in Base Rent)	None	Paint & Clean Carpet	
Maximum Annual Rent	\$57,269 (\$18.60/sf)	\$63,920 (\$20.76/sf)	+\$6,651(\$2.16/sf)
Option to Extend	None	None	None
Cancellation	None	After 3 years 90 days notice	Yes
Parking included in Base Rent	12	12	0

§ Sufficient funding for the proposed lease is included in the 2001-02 Rent Expense Budget and will be charged back to the Fire Department. Sufficient funding is also available in the Consolidated Fire Protection District's 2001-02 budget to cover the projected lease costs.

§ Under the proposed amendment, the monthly rent will be subject to an annual adjustment based on increases in operating expenses over year 2001 operating expenses for the 1255 Corporate Center Drive building.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Employee Relations Office is responsible for implementing disciplinary actions, conducting internal investigations, hearing employee grievances, responding to lawsuits, and investigating discrimination/harassment complaints. This location allows the Fire Department Employee Relations Department to conduct investigations and other sensitive business from a neutral location.

§ The Fire Department Employee Relations Office has been at this location since January 1998. The space was originally leased to relieve staff overcrowding at the Fire Department's Klinger Headquarters facility on Eastern Avenue.

§ Staff overcrowding at the Klinger Headquarters facility continues to exist.

§ In addition, the Klinger Headquarters facility has become structurally unstable due to foundation slippage, and will eventually be evacuated. This situation makes the return of this program to the Headquarters facility impossible, and requires that the lease for the 1225 Corporate Center Drive office space be renewed.

§ The lease amendment contains a cancellation provision that allows the County to cancel after three years with a ninety day notice to the Lessor.

§ The lease rate includes 12 non-reserved off-street parking spaces in the lot adjacent to the building. The office space is entirely built out and includes offices, work station areas, conference rooms and a break room.

§ The Lessor has agreed to paint the premises and shampoo the carpet in consideration for the County renewing the lease.

CAO Real Estate staff conducted a survey of the East Los Angeles area to determine the availability of comparable and more economical sites. Staff was unable to identify any sites in the surveyed area that could accommodate these requirements more economically. Attachment B shows all County owned and leased facilities within the search area for these programs. There are no County owned or leased facilities available for these programs.

Based upon a rental survey of similar properties in the area, staff has determined that the rental range is between \$19 and \$25 per square foot. Thus, the base annual rental rate of \$20.76 per square foot for the proposed lease represents the lower range of market rates.

The Department of Public Works has considered this facility and found it suitable for the County's occupancy under a lease.

The leased premises area is too small to accommodate a child care center. However, there are two child care facilities within a one-mile radius of the subject site which are available for staff housed in this building.

ENVIRONMENTAL DOCUMENTATION

The CAO has made an initial study of environmental factors and has concluded that this project is exempt from CEQA pursuant to Class 1, section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

It is the finding of the CAO that the proposed amendment is in the best interest of the County and will continue to provide the necessary space for this County requirement. In accordance with your Board's policy on the housing of any County offices or activities, the Fire Department concurs with this lease recommendation.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors, return two originals of the executed lease and amendment and the adopted, stamped Board letter, and two certified copies of the Minute Order to the Chief Administrative Office, Real Estate Division at 222 South Hill Street, Fourth Floor, Los Angeles, CA 90012 for further processing.

Respectfully submitted,

DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SNY
CWW:JB:hd

Attachments (4)

c: County Counsel
Auditor-Controller
Fire Department

ATTACHMENT A
Department - Program
Asset Management Principles Compliance Form¹

1. <u>Occupancy</u>		YES	NO	NA
A	Does lease consolidate administrative functions? ² Program is separated from other administrative functions until a new fire headquarters facility is built.		x	
B	Does lease co-locate with other functions to better serve clients? ²			x
C	Does this lease centralize business support functions? ²			x
D	Does lease meet the guideline of 200 sq ft of space per person? ² There is a higher than normal need for conference rooms and private offices due to privacy and legal considerations inherent in this function. Ratio 1/280sf		x	
2. <u>Capital</u>				
A	Should program be in leased space to maximize State/Federal funding?		x	
B	If not, is this a long term County program?	x		
C	Is it a net County cost (NCC) program? List % 100.00% NCC	x		
D	If yes to 2 B or C; capital lease or operating lease with an option ?		x	
E	If no, are there any suitable County owned facilities available?			x
F	If yes, why is lease being recommended over occupancy in County owned space? This is an interim lease of space for this administrative function, pending approval of a build to suit or capital project for a new Fire Headquarters Facility to permanently house this unit.			x
G	Is Building Description Report attached as Attachment B? ²	x		
H	Was build to suit or capital project considered? ¹ See 2F above			x
3. <u>Portfolio Management</u>				
A	Did department utilize CAO Space Request Evaluation(SRE)? ²	x		
B	Was the space need justified?	x		
C	If a renewal lease, was co-location with other County departments considered?	x		
D	Why was this program not co-located?			
	1. <input type="checkbox"/> The program clientele requires a "stand alone" facility.			
	2. x No suitable County occupied properties in project area.			
	3. x No County owned facilities available for the project			
	4. <input type="checkbox"/> Could not get City clearance or approval			
	5. <input type="checkbox"/> The Program is being co-located			
E	Is lease a full service lease? ²	x		
F	Has growth projection been considered in space request?	x		
G	Has the Dept. of Public Works completed seismic review/approval?	x		

¹ As approved by the Board of Supervisors 11/17/98
² If not, why not?

Please **BOLD** any written responses

LACO	FACILITY NAME	ADDRESS	SQ. FT. GROSS	SQ. FT. NET		SQUARE FEET AVAILABLE
0122	THOMAS A TIDEMANSON BUILDING-ANNEX900 S	FREMONT AVE, ALHAMBRA 91803	623,168	437,826	FINANCED	NONE
A471	THE ALHAMBRA COMPLEX - EAST TOWER1000 S	FREMONT AVE (EAST TOWER), ALHAMBRA 91803	172,977	144,141	LEASED	NONE
A423	SHERIFF-PERSONNEL AND RECRUITMENT CENTER101	CENTRE PLAZA DR, MONTEREY PARK 91754	37,590	33,831	LEASED	NONE
4231	BISCAILUZ-TRAINING / INTELLIGENCE FACILITY1060 N	EASTERN AVE, LOS ANGELES 90063	17,291	12,112	OWNED	NONE
C111	MED CTR-EXPENDITURE MANAGEMENT ANNEX1063 N	CHICAGO ST, LOS ANGELES 90033	3,338	1,823	LEASED	NONE
5863	ISD-ADMINISTRATIVE HEADQUARTERS1100 N	EASTERN AVE, LOS ANGELES 90063	87,509	665,666	FINANCED	NONE
5260	CORONER-ADMINISTRATION / INVESTIGATIONS BLDG1102 N	MISSION RD, LOS ANGELES 90033	22,479	14,251	OWNED	NONE
T039	SHERIFF-EASTERN COMPLEX FLEET SERVICES OFFICE1104 N	EASTERN AVE, LOS ANGELES 90063	1,548	1,428	OWNED	NONE
5870	ISD-EASTERN AVE COMPLEX TELECOM BRANCH BLDG1110 N	EASTERN AVE, LOS ANGELES 90063	37,742	28,973	FINANCED	NONE
X155	ISD-EASTERN AVE COMPLEX TELECOM BUTLER BLDG1112 N	EASTERN AVE, LOS ANGELES 90063	4,960	4,638	OWNED	NONE
T543	MED CTR-RESEARCH COMMITTEE TRAILER1200 N	STATE ST, LOS ANGELES 90033	37,696	29,291	OWNED	NONE
T546	MED CTR-PATIENT FINANCIAL SRVICES OFFICE T-161240 N	MISSION RD, LOS ANGELES 90033	7,778	6,062	OWNED	NONE
A324	FIRE-EMPLOYEE RELATIONS OFFICE1255 CORPORATE CENTER DR,	MONTEREY PARK 91754	3,079	2,925	LEASED	NONE
T557	FIRE-MANUAL REVISIONS TRAILER1320 N	EASTERN AVE, LOS ANGELES 90063	39,535	24,767	OWNED	NONE
6131	DCSS-EAST LOS ANGELES SERVICE CENTER133 N	SUNOL DR, EAST LOS ANGELES 90063	28,514	21,777	OWNED	NONE
4364	PROBATION-EAST LOS ANGELES AREA OFFICE144 S	FETTERLY AVE, EAST LOS ANGELES 90022	15,584	11,327	OWNED	NONE
4799	PW CENTRAL YARD-DIVISION ADMINISTRATION1525	ALCAZAR ST, LOS ANGELES 90033	10,438	7,224	OWNED	NONE
3100	NORTHEAST JUVENILE JUSTICE CENTER BUILDING-11601	EASTLAKE AVE, LOS ANGELES 90033	47,379	26,024	OWNED	NONE
3102	JUVENILE HALL-ADMINISTRATION BUILDING-41605	EASTLAKE AVE, LOS ANGELES 90033	75,907	33,945	OWNED	NONE
6483	MED CTR-MASONRY SHOP OFFICE - BUILDING 1001739	GRIFFIN AVE, LOS ANGELES 90031	1,040	950	OWNED	NONE
0278	MED CTR-TRANSPORTATION OFFICE & VEHICLE PKG1830	GRIFFIN AVE, LOS ANGELES 90031	1,000	850	OWNED	NONE
4313	MED CTR-MUIR HALL1937 B HOSPITAL PL,	LOS ANGELES 90033	297,611	152,014	OWNED	NONE
X201	EDMUND D EDELMAN CHILDREN'S COURT201 CENTRE PLAZA DR,	MONTEREY PARK 91754	275,530	181,958	FINANCED	NONE
4946	MED CTR-INTERNS & RESIDENTS BUILDING2020	ZONAL AVE, LOS ANGELES 90033	142,448	79,494	OWNED	NONE
C110	MED CTR-EXPENDITURE MANAGEMENT2064	MARENGO ST, LOS ANGELES 90033	9,602	7,010	LEASED	NONE
3241	EAST LOS ANGELES COURTHOUSE214 S	FETTERLY AVE, EAST LOS ANGELES 90022	126,972	63,347	FINANCED	NONE
X294	PW CENTRAL YARD-SHOP OFFICE BLDG2275	ALCAZAR ST, LOS ANGELES 90033	1,400	1,260	OWNED	NONE
A120	DC&FS-LATINO FAMILY PRESERVATION PROJECT2501	DAVIDSON DR, MONTEREY PARK 91754	6,700	4,825	LEASED	NONE
A015	DHS-ENVIRONMENTAL HEALTH HEADQUARTERS2525	CORPORATE PL, MONTEREY PARK 91754	29,542	23,680	LEASED	NONE
1491	DHS-CREMATORY OFFICE/RESIDENCE3301 E	1ST ST, LOS ANGELES 90063	1,517	1,106	OWNED	NONE
X707	PUBLIC LIBRARY-ANTHONY QUINN LIBRARY3965 E	CESAR CHAVEZ AVE, EAST LOS ANGELES 90063	7,275	6,077	OWNED	NONE
Y307	PUBLIC LIBRARY-CITY TERRACE LIBRARY4025 E	CITY TERRACE DR, EAST LOS ANGELES 90063	8,007	6,984	OWNED	NONE
C269	DPSS-LINCOLN HEIGHTS AP DISTRICT OFFICE4077 N	MISSION RD, LOS ANGELES 90032	26,094	18,575	LEASED	NONE
A930	PUBLIC LIBRARY-EL CAMINO REAL LIBRARY4264 E	WHITTIER BLVD, EAST LOS ANGELES 90023	3,280	2,563	OWNED	NONE
2130	PW ROAD-DIV #142 MAINTENANCE YARD OFFICE4304	EUGENE ST, EAST LOS ANGELES 90022	397	227	OWNED	NONE
X167	SHERMAN BLOCK SHERIFF'S HQ4700 W	RAMONA BLVD, MONTEREY PARK 91754	125,000	106,250	FINANCED	NONE
Y135	CENTRO MARAVILLA SVC CTR-BLDG B4716 E	CESAR CHAVEZ AVE, EAST LOS ANGELES 90022	3,612	1,948	OWNED	NONE
Z367	HSG-HOUSING AUTHORITY OFFICES4800 E	CESAR CHAVEZ AVE, EAST LOS ANGELES 90022			OWNED	NONE
5412	PUBLIC LIBRARY-EAST LOS ANGELES LIBRARY4801 E	3RD ST, EAST LOS ANGELES 90022	14,848	11,740	OWNED	NONE
T509	PARKS & REC-PROPOSITION A FIELD OFFICE4914 E	CESAR CHAVEZ AVE, EAST LOS ANGELES 90022	540	424	OWNED	NONE
A029	PW-EAST LOS ANGELES DISTRICT OFFICE5119 E	BEVERLY BLVD, EAST LOS ANGELES 90022	3,385	2,358	LEASED	NONE
A122	BOARD OF SUP-1ST DISTRICT FIELD OFFICE5262 E	BEVERLY BLVD, EAST LOS ANGELES 90022	2,328	2,095	LEASED	NONE
A275	COMMUNITY DEVELOPMENT COMMISSION HQ2	CORAL CIR, MONTEREY PARK 91755	67,500	60,750	LEASED	NONE
6578	DPSS-METRO EAST AP DISTRICT OFFICE2855 E	OLYMPIC BLVD, LOS ANGELES 90023	63,066	29,220	OWNED	NONE

ATTACHMENT B

Space search, 2-Mile radius of the existing Headquarters facility in East Los Angeles

¹ As approved by the Board of Supervisors 11/17/98

² If not, why not?

Please **BOLD** any written responses